

U.S. Department of
Homeland Security

United States
Coast Guard



Command
United States Coast Guard

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Any Town , State xxxxx-xxxx
Staff Symbol: Health Services
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MEMORANDUM

From: Chairperson, P&T Committee

Reply to Secretary, P&T
Attn of: Phone number

To: Chief, Health Services Division
Thru:

Subj: P&T COMMITTEE MEETING, XX Month XXXX

Ref: COMDTINST 6000.1, 10.A.9

1. Per reference (a) above, a Pharmacy and Therapeutics committee meeting was convened from (start time) to (end time).

2. Attendees:

3. Old Business:

a. Item:
Discussion:
Action:

b.

c.

4. New Business:

a. Discussion:
ACTION:

b. Discussion:
ACTION:

#

Enclosures:

Dist:

Copy: MLC (k)